

INSTRUCTIONS TO COMPLETE

Certification of Records Destruction (CRD)

TIP

Identify what you wish to destroy by series, one series per line. You can include multiple years of the same series on a single line, but not multiple series for the same year.

1. **Department** – enter the name of the state or local government agency. Note: Municipalities should also include the name of their city or town.
2. **Division** – enter the name of the sub-unit of any department.
3. **Date** – enter the date you are submitting the form. Do not enter the date the records were created in this field.
4. **Record Series Number** - enter the exact record series number, as listed on the records retention schedule. Each record series listed on a retention schedule has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GRS. Note: Some record series also have a sub-series designation, which may be a letter (a., b., c...). Any sub-series designation must also be included on the form.
5. **Record Series Title** - enter the exact record series title, as listed on the records retention schedule. Each record series title should correspond to the one cited in the schedule. If a local government department uses different records series titles than those found in the schedules, the local title may be added in square brackets [] under each entry on the form. Note: Using the precise record series numbers and titles will expedite the approval process.
6. **Dates to/from** - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice. Note: For purposes of calculating retention, do not count the year in which the records were created. If the retention period of a particular record series is qualified by wording such as “three years after audit” or “one year after expiration,” the date of the completed audit or the year of expiration also needs to be noted.
7. **Volume** - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. Number of boxes or folders is also acceptable. A table of common volumes is provided below.

Boxes	Standard records storage box 15" x 12" x 10"	1.2 cu. ft.
Cabinets	Letter size file drawer	1.5 cu. ft.
	Legal size file drawer	2 cu. ft.

8. **Additional Conditions Met** - if the retention period has no conditions attached (example “retain three years”, check the N/A box in this column. If there are conditions (example “retain three years after all litigation is resolved”) confirm that the conditions have been met and then check the Yes column).
9. **Department Head or Records Custodian** - signature of the agency official authorized to request records destruction.

*Send the completed form to the Rhode Island State Archives & Public Records Administration. The Certificate will be reviewed, countersigned by the State Archivist & Public Records Administrator, and then returned. Upon receipt of the counter-signed certificate the records may legally be destroyed. **The signed and executed Certification of Records Destruction must be retained as a permanent record under R.I. Gen. Laws §42-8.1-10.***